

## ***Post Journals***

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### **Scope**

The SFA CFO Accounting Division posts a journal batch manually using SFA FMS.

### **System References**

N/A

### **Policy**

N/A

### **Responsibility**

SFA CFO General Ledger SuperUser

### **Distribution**

N/A

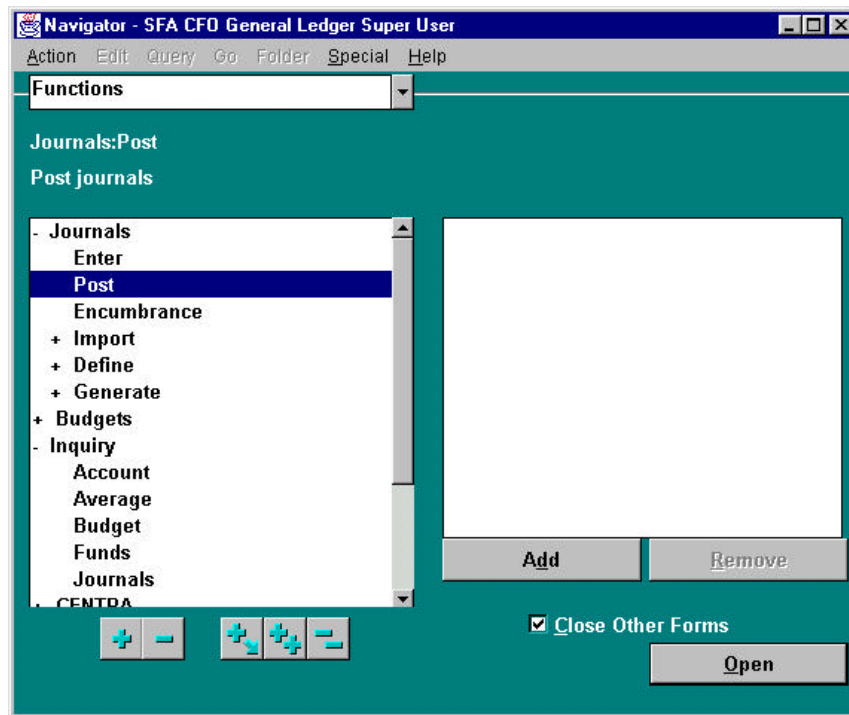
### **Ownership**

N/A

## Activity Preface

### SFA CFO General Ledger SuperUser

The following procedure details how to manually post a journal batch in SFA FMS.



1. From the "Navigator" window, Double-Click **Journals**. The Journal sub-menu appears.
2. Click **Post** and click the **Open** button. The "Find Journal Batches" window appears.

**Find Journal Batches**

Action Edit Query Go Folder Special Help

Period  Balance Type

Batch

**Total**

Entered Debit

Entered Credit

Control

3. Type the period of the journal to be posted in the **Period** field.
4. Tab to **Batch** field and type the name of the batch that you need to find.

**NOTE:** You do not have to enter any search criteria in the Find Journal Batches window. If you do not enter any search criteria, you will see all journal batches in the system when you click on the Find button.

**FYI:** The % sign can be used as a wildcard when searching in SFA FMS. Rather than typing the entire batch name, type the first few characters followed by the % sign to find all batches with names that begin with those characters.

5. Click the **Find** button. The “Post Journals” window appears with the records that match your search criteria.

Post Journals (SFA FMS)

Action Edit Query Go Folder Special Help

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	Jan.01	LJC.ALLOTMENTADJ.APPR	Actual	15,000.00	15,000.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Batch Information

Post Status: Postable      Period Status: Open

Batch Status: Requires funds reservation

Post

- Select each batch to be posted by clicking the checkbox(es) corresponding to the desired batch. SFA FMS will highlight the entire batch line in blue.

Post Journals (SFA FMS)

Action Edit Query Go Folder Special Help

	Period	Batch	Balance Type	Total Entered		Control Total
				Debit	Credit	
<input checked="" type="checkbox"/>	Jan.01	LJC.ALLOTMENTADJ.APPR	Actual	15,000.00	15,000.00	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Batch Information

Post Status: Postable      Period Status: Open

Batch Status: Requires funds reservation

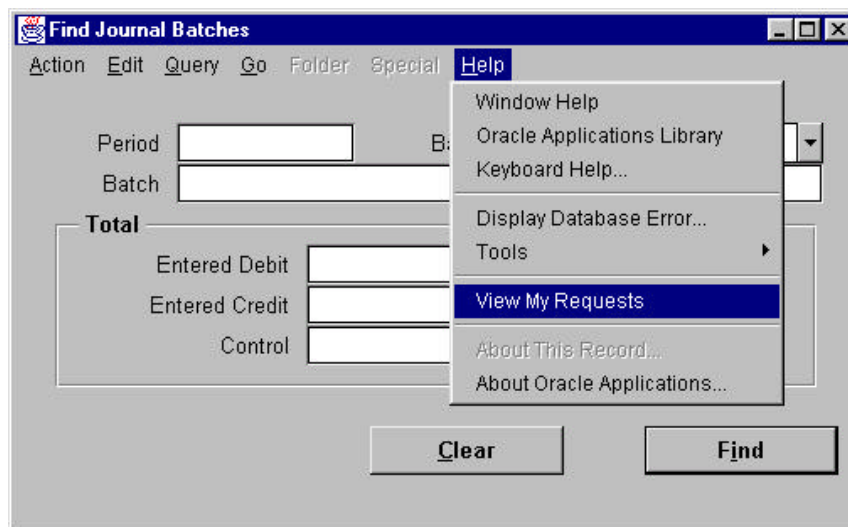
Post

- Verify that the **Post Status** field at the bottom of the “Post Journals” window has a value of *Postable* for each selected journal.
- Verify that the **Period Status** field at the bottom of the “Post Journals” window has a value of *Open* for each selected journal.

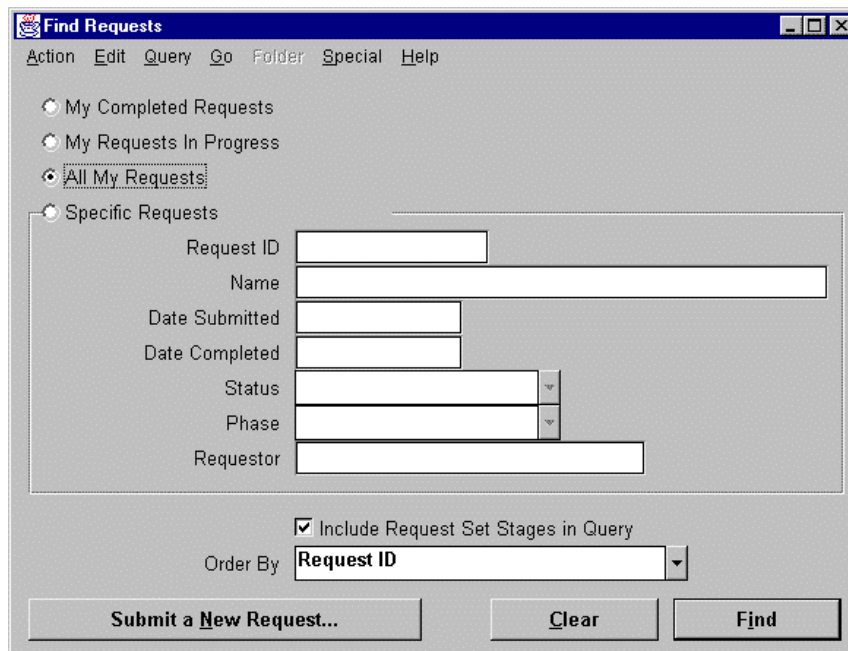
9. Click the **Post** button to submit a concurrent request to post the selected journal(s). A “Note” window appears indicating the request number of your posting request. Take note of this request ID number.



10. Click the **OK** button on the “Note” window. The “Find Journal Batches” window appears.

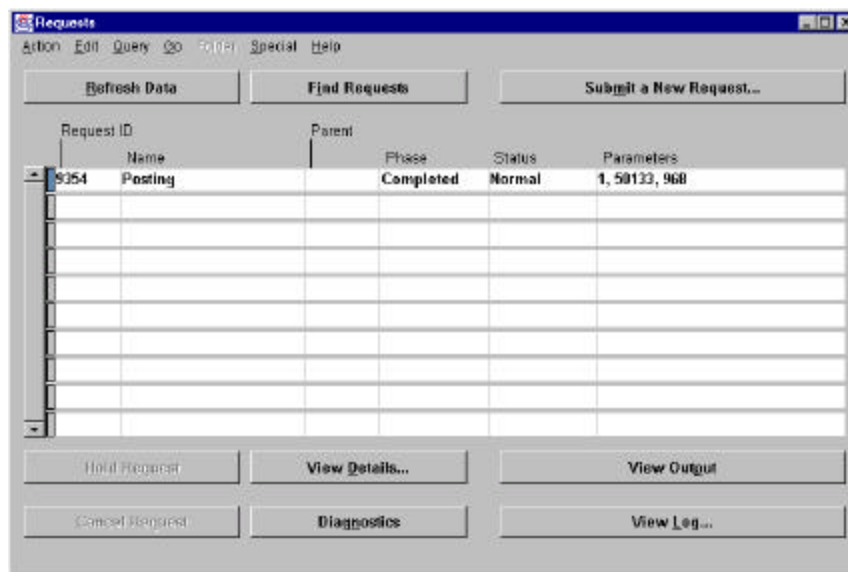


11. Select **View My Requests** from the **Help** menu. The “Find Requests” window appears.



The "Find Requests" dialog box features a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu bar are four radio buttons: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". The "Specific Requests" section contains input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". Below these fields is a checkbox labeled "Include Request Set Stages in Query" and a dropdown menu for "Order By" set to "Request ID". At the bottom are three buttons: "Submit a New Request...", "Clear", and "Find".

12. Verify that the radio button next to **All My Requests** is selected and click the **Find** button. The "Requests" window appears.



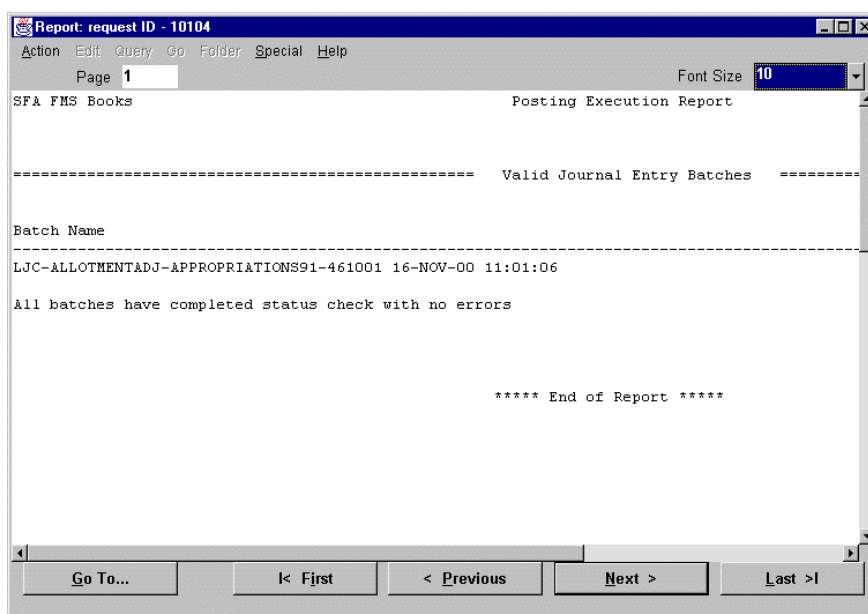
The "Requests" window displays a table of request data. At the top are buttons for "Refresh Data", "Find Requests", and "Submit a New Request...". The table has columns for "Request ID", "Name", "Parent", "Phase", "Status", and "Parameters". The first row shows a request with ID 9354, Name "Posting", Phase "Completed", Status "Normal", and Parameters "1, 50133, 968". Below the table are buttons for "Hold Request", "View Details...", "View Output", "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
9354	Posting		Completed	Normal	1, 50133, 968

13. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

14. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window, click the Refresh Data button, and view the Phase and Status.
15. For confirmation that the posting was completed successfully, click the row for the **Posting** request and click the **View Output** button. The “Report “ window appears displaying the Posting Execution Report.



16. Review the report output for any errors.

**FYI:** The table below identifies the potential errors that could appear in the Posting Execution Report. Based on the type of error, the SFA CFO Accounting Division must take the appropriate action to resolve the error. Once the errors have been resolved, the SFA CFO Accounting Division will need to re-post the journal.

Error Number	Error Description	Action
Error1	The batch has a control total violation.	Review journal and modify journal lines or control total.

Error2	Selected for posting to a period that is not open.	Review journal and modify posting period or delay posting until period is open.
Error3	Showing no journal entries for this batch.	Review journal and add journal lines.
Error4	Showing journal control total violation.	Review journal and modify journal lines or control total.
Error5	Showing multiple problems preventing posting of batch.	Review batch for account segment, balance, control total, and period errors.
Error6	Showing an unbalanced journal entry, and suspense posting is not allowed.	Balance journal and re - post.
Error7	Showing invalid journal entry lines or no journal entry lines for this batch.	Review the accounts for each journal lines. Verify segments are correct and active.

17. Click the **X** button to close the “Report” window. The “Requests” window appears.
18. Click the **X** button to close the “Requests” window. The “Find Requests” window appears.
19. Click the **X** button to close the “Find Requests” window. The “Find Journal Batches” window appears.
20. Click the **X** button to close the “Find Journal Batches” window. The “Post Journal” window appears.
21. Click the **X** button to close the “Post Journal” window. The “Navigator” window appears.

**End of activity.**



